

End of Quarter Accomplishment Report (QR) Instructions

End of Quarter Accomplishment Report (QR) and QR Spreadsheet are a requirement of the program and are submitted electronically (e-mailed to the Environmental Educator Program Coordinator) at the end of each calendar quarter as follows:

- 1st Quarter - April 2, 2010
- 2nd Quarter - July 2, 2010
- 3rd Quarter - October , 2010
- 4th Quarter – At time of Exit

In addition, a hard copy (signed and dated by the member and host site supervisor) is due in the MCC office no later than one week after each electronic due date. It is not necessary to print the QR Spreadsheet.

The member shall save the master electronic documents in a folder named "Quarterly Reports" on their computer replacing jhersom with their first initial and last name. These documents must be renamed each quarter by replacing "1234" with a 1, 2, 3 or 4 (for corresponding quarter). Before e-mailing these documents to MCC, the member should check to be sure their first initial, last name and quarter # are included in the doc name or the e-mail will be returned for correction.

There are three sections of the QR Spreadsheet that are used to collect data throughout the quarter and a column for the member's initials. If a member does not have activity in a particular section, the section will remain blank.

The outline below contains instructions and tips for completing the QR Spreadsheet and QR.

I. Volunteers

- A. QR Spreadsheet** - Volunteers are individuals who are recruited or directly supervised by AmeriCorps members. The green Volunteer Feedback Survey is the tool members will use to collect the data for Section A. *Recruitment and Training of Volunteers* of the QR spreadsheet. All columns must be totaled before submitting to Program Coordinator.
- B. QR** – Members write a description of volunteer projects and activities.

II. School Activities

- A. *QR Spreadsheet* – Before each activity, the member must decide on a method of testing students' knowledge of the lesson topic. Postcard assessment is one example; members hand out a blank postcard at the end of the lesson and ask students to write or draw three things they learned from the day's activity or lesson. The post cards are collected but they do not have to be submitted to MCC. The postcards are a **tool for members** to assess the students' understanding of the lesson or activity. Another example is pre and post testing; students are asked the same three questions before and after the lesson or activity. The numbers are recorded in the before and after columns in Section C. *School Activities Increasing Awareness of the Environment* of the QR spreadsheet. All columns must be totaled before submitting to Program Coordinator.
- B. *QR* –Members write a description of topics and their impact on the students during School Activities.

III. Great Story

- A. *QR Spreadsheet* – There is no corresponding section for Great Story on the QR spreadsheet.
- B. *QR* – Members write an inspirational **paragraph or poem** which demonstrates the impact their service had on them and/or their organization and community. The Great Story should answer the following 3 questions:
 - 1. Why does your service matter?
 - 2. How has your service impacted the local community?
 - 3. What have you gained from this quarter's experience?

IV. Highlights

- A. *QR Spreadsheet* – There is no corresponding section for Great Story on the QR spreadsheet.
- B. *QR* – Members attach press releases, media stories, pictures and other examples of their service.

Member Training

- A. *QR Spreadsheet* – Record all training offered by MCC **and** the Host Site in *Section B. Member Training* of the QR spreadsheet.
- B. *QR* – There is no corresponding section for Member Training on the QR.

Certification signatures and dates are required on the hard copy of your QR report.